



## UNITED STATES MARINE CORPS

COMMANDER, MARINE FORCES RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY REFER TO:

ForO 3500.3

G-3T

03 JUL 1995

# ORIGINAL

### FORCE ORDER 3500.3

From: Commander  
To: Distribution List

Subj: PARACHUTING AND DIVING POLICY AND PROGRAM ADMINISTRATION

Ref: (a) NAVSEAINST 10560.2B  
(b) MCO 3500.20

Encl: (1) General Policy and Administration  
(2) Parachuting Policy and Administration  
(3) Diving Policy and Administration  
(4) Sample Individual Parachutist Log  
(5) Sample Individual Diver Log  
(6) Sample Permissive Orders Format  
(7) Reconnaissance Working Group

1. Purpose. To establish policy and assign responsibilities for the conduct of the Marine Forces Reserve (MARFORRES) parachuting and diving programs to include operations, training, supply, equipment and related maintenance, safety and administration.

#### 2. Policy

a. General. The policies and procedures described herein are intended to maximize unit and individual combat effectiveness, interoperability, and safety. Commanders and cognizant personnel will ensure that unit and activity programs are administered in accordance with the spirit and letter of this Order and other pertinent directives. Enclosure (1) provides generic guidance for the implementation of both the parachuting and diving programs within MARFORRES. Enclosures (2) and (3) provide specific guidance with regard to parachuting/diving policy and administration. Enclosures (4) through (6) are provided to facilitate standardized administration of parachuting and diving programs. Enclosure (7) provides direction for the organization and administration of the Reconnaissance Working Group.

b. Safety. Due to the hazardous nature of all parachuting and diving operations, safety will be the paramount concern in all peacetime training exercises. During combat operations, safety policies and prescribed operating procedures will be adhered to unless mission accomplishment is jeopardized by the policy procedure. Commanders and other cognizant personnel will exercise extreme caution whenever modifying or waiving proven procedures, techniques or equipment. Requests for waiver or modification of standard procedures, techniques or equipment as established by this Order and reference (b) will be submitted via the appropriate chain of command to CMC (POE-29). Expeditious reporting of equipment or procedural

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failures/deficiencies and accidents is necessary per enclosure (1) of reference (b).

c. Multi-Service Doctrine and Relationship to Marine Corps Policy. Along with the Marine Corps, the MARFORRES recognizes the responsibility of the U.S. Army and U.S. Navy as the lead services/executive agents for military parachuting and diving, respectively. The Marine Corps' employment of their equipment and doctrinal manuals as described herein requires selected modifications due to unique Marine Corps requirements. Enclosures (2) and (3) of reference (b) contain these adopted or multi-service manuals. Specific permanent changes will be listed subsequently to each manual as they are identified and approved. Active monitoring of these publications by activities and personnel involved in parachuting and diving operations ensures procedures, techniques, modifications, etc., are current. Identification of required modifications is encouraged. Requests will be submitted through the appropriate chain of command to CMC (POE-29) for validation and inclusion in this Order.

d. Authorized Personnel

(1) Operational Billets. Quotas to all parachute/diving courses will be used exclusively to train Marines assigned, or in receipt of CMC (MMEA/MMOA) or unit orders, to billets authorized in current Tables of Organization (T/Os). Authorized billets will be indicated in the T/O by one of the parachuting and/or diving Military Occupational Skills (MOSSs) (i.e., MOS's 0451, 8652, 8653, 8654, 9952, 9953, and 9962). Authorization for Military Free Fall (MFF) billets will also be stipulated in each T/O's footnotes. In addition, in order to meet urgent and unique Reserve operational requirements, training for personnel not assigned to an approved airborne T/O line may be conducted. Approval, however, will be on a case-by-case basis from the commander in the unit's chain of command who has Special Courts-Martial convening authority.

(2) Air Delivery and Other Billets. The Training Officer, MARFORRES, Prior Service Training Assignment (PSTA) and the Training Officer, 4th Force Service Support Group (4th FSSG) have the authority to assign Marines to parachute qualification training in preparation for an assignment to act as the MOS specialist for MOS 0451, Air Delivery Specialist (rigger).

(3) U.S. Navy Personnel. Navy officers and sailors are subject to this Order while assigned to MARFORRES units. Unless otherwise stated, all references to Marines include Navy officers and sailors.

(4) Permissive/Unfunded Orders. Authorizing Marines to attend parachute and/or diving courses on permissive or unfunded Temporary Additional Duty (TAD) orders with or without a valid

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operational requirement is strictly prohibited, except as described in enclosure (2) of reference (b). All school quotas will be coordinated with and approved by MARFORRES, G-3, Training.

(5) Authorized Courses of Instruction. Only those Marines who have successfully completed a CMC (POE-29) approved parachuting or diving course may be designated and participate in operations training as a basic static line parachutist, MFF parachutist, High Altitude/High Opening (HAHO) static line parachutist, static line or MFF jumpmaster, parachute rigger, combat diver, open-circuit diver, closed-circuit diver, diving supervisor, or diving equipment maintenance technician. Foreign and civilian courses of instruction in the above related specialties (except some equipment related courses), unless certified by the appropriate service proponent, are not recognized because the Marine Corps cannot ensure that strict U.S. Army and U.S. Navy training standards are adhered to.

e. Authorized Units/Activities. Only those units/activities which have a mission essential requirement, as indicated by their T/O mission statement and billets, and by an appropriate allowance in the Table of Equipment (T/E), are authorized to conduct parachuting and/or diving operations. Units/activities with authorized billets, but lacking an equipment allowance, will be supported on a not to interfere basis, based on operational mission requirements, by the nearest appropriate unit/activity. Request for changes to current T/Os and mission statements will be forwarded via the chain of command and the appropriate T/O sponsor to CMC (POE-29) for review and approval.

f. Authorized Equipment. The use of parachute or diving equipment which is not approved for military service use, and unauthorized modification of approved equipment are strictly prohibited. In order for each authorized unit/activity to keep abreast of most recent equipment changes and/or modifications, direct liaison is authorized with CMC (POE-29) and COMMARCORSYSCOM (C21A). Requests for changes to current equipment allowances and authorizations will be forwarded via the chain of command and the appropriate T/E sponsor to CMC (LPP-1) for review and approval.

g. Participation With Other Services and Agencies. Commanders and officers in charge are authorized to determine the necessity and feasibility of Marine Corps participation in parachuting and diving operations conducted by other U.S. military services, U.S. Government agencies, or foreign military services. Other U.S. service, U.S. Government, and foreign military personnel may participate in Marine Corps parachuting or diving operations, provided they have successfully completed a course approved by their respective service or CMC (POE-29), are authorized by competent orders from their operational commander, and on a not-to-interfere basis, based on operational mission requirements.

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h. Reconnaissance Working Group. Enclosure (7) establishes the charter for a permanent Reconnaissance Working Group, under the Commander, MARFORRES and comprised of MARFORRES, 4th Marine Division (4th MarDiv), 4th Reconnaissance Battalion, 3d and 4th Force Reconnaissance Company (parachuting/diving) representatives, which provide advice on Reserve reconnaissance capabilities in general and on parachuting and diving issues specifically. This working group will meet annually approximately two months prior to the annual meeting of the Marine Corps Reconnaissance Working Group.

### 3. Action

#### a. Commander, Marine Forces Reserve, AC/S G-3

(1) Provide membership to the Reconnaissance Working Group in accordance with enclosure (7).

(2) Submit in a timely manner all reports as required in enclosure (1) of reference (b).

(3) Periodically inspect and participate in parachuting and diving operations conducted by subordinate authorized units.

#### b. Commanding Generals, 4th Marine Division, 4th Marine Aircraft Wing, 4th Force Service Support Group

(1) Conduct all parachuting and/or diving operations and training in accordance with this Order.

(2) Submit in a timely manner all reports as required in enclosure (1) reference (b).

(3) Provide membership to the Reconnaissance Working Group in accordance with enclosure (7).

#### c. Unit Commanders

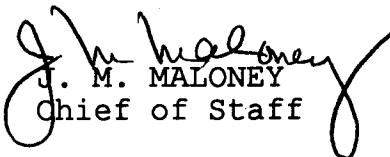
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(3) Provide membership to the Reconnaissance Working Group in accordance with enclosure (7).

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4. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

  
J. M. MALONEY  
Chief of Staff

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